



USAID | INDIA

FROM THE AMERICAN PEOPLE

Solicitation Number: 386-07-010

Issuance Date: July 2, 2007

Closing Date: July 23, 2007

Closing Time: 1700 hrs [IST]

Subject: Request for Proposals (RFP) No. 386-07-010 for USAID India Career Transition Assistance Program - Outplacement Services

The United States Agency for International Development (USAID) is seeking services from Professional Development Firms/Institutes/Consultancy firms to provide an effective outplacement program under USAID's Career Transition Assistance Program. This is a limited competition within India.

USAID India plans to close-out programs in three of its existing technical offices and reduce current staffing levels over the next year due to severe budgetary cuts in its program portfolio. A reorganization and downsizing of the Mission is necessary and the required staffing reductions will take place in the forthcoming months as per the Mission's Reduction-in-Force (RIF) policy. As an integral component of the RIF process, USAID plans to establish a **Career Transition Assistance Program (CTAP)**, in addition to the normal severance benefits, that is designed to offer services and skills training to employees whose positions are being terminated as well as to remaining employees. The CTAP program will include assistance with resume writing, interview & negotiation skills and placement of employees as fully described in the attached solicitation. Accordingly, USAID is issuing this Request for Proposals.

The offeror must propose a pricing that they believe is realistic and reasonable for work. Cost proposals shall be evaluated as part of a best value determination for contract award. Awards will be made using the best value to the Government including past performance. The Government reserves the right to award without discussions. Hence, proposals should be submitted initially on the most favorable terms, from a price and technical standpoint.

SUBMISSION OF PROPOSALS

Proposals should include organizational profile, details of key personnel, approach & methodology and cost. Proposals shall be submitted electronically as follows:

- Email attachments to the following: **Mr. K. S. Nainwal** at knainwal@usaid.gov with a copy to **Mr. D. S. Sajwan** at dsajwan@usaid.gov, attachments with a 2 MB limit per email in any software application compatible with MS Word 2003 and MS Excel or Adobe PDF. **Do not send 'zip' files attachments.**
- Sealed envelopes with the name and address of the offeror and **the RFP number inscribed** thereon and CD-ROM or Diskette [3 ½ inch] via hand delivery/commercial courier to the designated office. Regular postage mail is not authorized.

Designated Office:

Ms. Geetam S. Kapoor

Deputy Executive Officer

USAID/American Embassy

East Building (Gate No. 1)

Chanakyapuri, New Delhi 110 021

- Issuance Date: Monday, July 2, 2007
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The proposal must be submitted in **two separate parts: Technical Proposal and Cost Proposal**. The Technical Proposal shall address technical aspects only while the Cost Proposal shall present the costs and addresses related issues such as responsibility.

Offers received after the closing date will not be considered. Telegraphic or fax proposals or notices of intent to propose are not authorized for this requirement and will not be accepted. Oral explanations or instructions given before the award of the contract will not be binding. Any additional information given to a prospective offeror will be considered an amendment of the solicitation and will be provided to all other prospective offerors, if such information is determined to be necessary for the submission of proposals or if the lack thereof would be prejudicial to uninformed offerors. Offerors should retain for their records, copies of any and all enclosures which accompany their proposals.

Questions

Potential contractors may submit questions in writing, either by fax # 2419 8454 or email [email preferred] to **Ms. Geetam S Kapoor**, Deputy Executive Officer at email : gkapoor@usaid.gov , with a copy to **Ms. Banita Negi, HR Specialist** at email: bnegi@usaid.gov. The deadline for receipt of questions and request for clarifications is no later than **July 17, 2007**

Issuance of this solicitation does not constitute an award commitment on the part of the Government nor does it commit the Government to pay for the costs incurred in the submission of a proposal. Further, the Government reserves the right to reject any or all proposals received, and to negotiate separately with an offeror, if such action is considered to be in the best interest of the Government.

Thank you for your interest in **USAID** programs.

Sincerely,

/s/

Geetam S. Kapoor

Deputy Executive Officer

USAID India